

5/3/02

SUBJ: DESIGNEE MANAGEMENT HANDBOOK, CHAPTER 8, DESIGNEE TRAINING

1. PURPOSE. This change to Federal Aviation Administration (FAA) Order 8100.8A, Designee Management Handbook, Chapter 8, Designee Training, is issued to update the Manufacturing and Maintenance Designee Seminars provided by the Delegation and Airworthiness Programs Branch (AIR-140) and the Regulatory Support Division (AFS-600). This change introduces the Combined Manufacturing and Maintenance Standardization Seminar and the Combined Manufacturing and Maintenance Recurrent Seminar. This change also introduces a one-day Manufacturing Standardization Seminar for designees performing limited functions as specified in this chapter.

2. DISTRIBUTION. This order is distributed to the Washington headquarters branch levels of the Aircraft Certification Service, Flight Standards Service, and the Regulatory Support Division; to the Aviation System Standards Office; to the branch level in the Aircraft Certification Directorates and regional Flight Standards Divisions; to all Aircraft Certification Offices; to all Manufacturing Inspection District and Satellite Offices; to all Flight Standards District Offices; to the Aircraft Certification Branch and Flight Standards Branch at the FAA Academy; to the Brussels Aircraft Certification Division and Flight Standards Staff; to applicable Representatives of the Administrator; and to all International Field Offices.

3. EXPLANATION OF CHANGES. The information in chapter 8, paragraph 801, was revised to provide an explanation of the type of seminars provided by AIR-140 and AFS-600. Paragraph 801 also recommends that FAA Aviation Safety Inspectors attend the appropriate FAA Academy courses prior to attending the recurrent seminars. In Table 8-1, Designee Seminars, the seminar's subjects that will be covered during the seminars were revised. Paragraph 802, Seminar Attendance, was revised to explain when and how often the designees are required to attend the appropriate seminar. Paragraph 803, Seminar Registration, was added to provide information on how to register for each seminar by mail, FAX, or telephone using the format identified on an Internet site.

4. DISPOSITION OF TRANSMITTAL. After filing the attached pages, this transmittal should be retained.

PAGE CONTROL CHART

Remove Pages	Dated	Insert Pages	Dated
63 and 64	01/30/01	63 and 64	5/3/02
65 (and 66)	01/30/01	65 and 66	5/3/02

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CHAPTER 8. DESIGNEE TRAINING

* **800. GENERAL.** Standardization seminars are presented by the FAA's Delegation and Airworthiness Programs Branch (AIR-140) and the Regulatory Support Division (AFS-600), either at Oklahoma City, Oklahoma, or at various locations throughout the country. Standardization seminars are held to provide initial designee training. Recurrent seminars are held to provide updated information and technical or procedural guidance appropriate to the designee's specific authorized functions. The managing office in the geographical area hosting the seminar should have a representative attend the recurrent seminar as discussed in paragraph 801.

801. DESIGNEE TRAINING. Required procedural training for designees is the subject of the FAA's designee seminars. Table 8-1 lists FAA-provided designee seminars. AIR and AFS designees attend the listed seminars as specified in this chapter. It is recommended that the FAA advisor attends the standardization seminar and/or the recurrent seminars with the designee, if this is practical. Attendance at the seminar is a good opportunity to interface with the designee and allows for information sharing by the managing office advisor/manager. If seminar attendance is not practical for the FAA, the designee and the FAA advisor should review the seminar content and agree upon the best use of the material that was presented.

a. The Combined Manufacturing and Maintenance Standardization Seminar, formerly identified as the Initial Designee Standardization Seminar, is a three-day training session for pending or newly appointed designees authorized to issue domestic airworthiness approvals, airworthiness certificates, special flight permits, prototype conformity inspection, or export certificates/approvals for class I, II, and III products. Designees are only required to attend this seminar one time. This seminar is delivered in Oklahoma City, Oklahoma.

b. The Manufacturing Standardization Seminar is a one-day training session for pending or newly appointed designees only authorized to perform inspections of production products and related parts, issue domestic airworthiness approvals, or issue export approvals for class II and III products. Designees are only required to attend this seminar one time. This seminar is delivered in Oklahoma City, Oklahoma. *

c. The DER Standardization Seminar provides a familiarization of FAA administrative procedures, DER roles and responsibilities, and an overview of the type certification process.

* d. The Combined Manufacturing and Maintenance Recurrent Seminar is a three-day training session that provides detailed instructions concerning designee authority and responsibility. The subject matter will include, but is not limited to current national policy, FAA forms, and certification. In addition, topics concerning domestic and international issues such as imports, exports, and numerous types of certification approvals are included. This seminar will be offered in various locations within the United States each year. *

e. The DER Recurrent Seminars are presented by a host ACO, with participation from various FAA and industry representatives. The recurrent seminars provide a general update of topics of interest to DERs, and present breakout or workshop sessions for individual technical specialties. A DER recurrent seminar may be presented in conjunction with a standardization seminar.

Table 8-1-DESIGNEE SEMINARS

DER STANDARDIZATION SEMINAR		COMBINED MANUFACTURING AND MAINTENANCE STANDARDIZATION SEMINAR	
<p>The DER Standardization Seminar hosted by AIR-140 with the support of the local ACO's is an indoctrination course tailored for newly appointed DER's and applicants with little experience. It consists of an overview of the FAA, DER's responsibilities, and certification activities a DER may encounter.</p>		<p>This is a three-day seminar, formerly identified as the Initial Designee Standardization Seminar, delivered in Oklahoma City, Oklahoma. The seminar familiarizes attendees with FAA administrative procedures, methods, and practices in the interest of standardization. Seminar subjects include:</p> <ol style="list-style-type: none"> 1. Privileges, responsibilities, and limitations. 2. Introduction to FAA publications. 3. Prototype conformity. 4. Original/recurrent airworthiness certification and related approvals. 5. Export airworthiness certification and related approvals, class I, II, & III. 6. Special flight permits. 7. Related FAA forms and records. 	
DER RECURRENT SEMINAR	MANUFACTURING STANDARDIZATION SEMINAR	COMBINED MANUFACTURING AND MAINTENANCE RECURRENT SEMINAR	
<p>DER Recurrent Seminars consist of general information and technical breakout sessions tailored by the host ACO to present items they feel are of interest. ACOs also invite inputs from industry and DERs for presentation at DER Recurrent Seminars. Technical Break-out sessions will be grouped by technical specialty, i.e., Powerplant, Systems and Equipment, etc.</p>	<p>This seminar is a one-day program for designees who are only authorized to perform inspections of production products and related parts, and issue domestic airworthiness approvals for parts and/or export certificates for class II and III products using FAA Form 8130-3. Seminar subjects include:</p> <ol style="list-style-type: none"> 1. Privileges, responsibilities, and limitations. 2. Review of FAA publications. 3. Conformity on production products and related parts. 4. Domestic airworthiness approval of production parts. 5. Export airworthiness approvals for class II and III products. 6. Related FAA forms and records. 	<p>This seminar is a three-day program that familiarizes manufacturing and maintenance designees with FAA administrative procedures, methods, and practices in the interest of standardization. Seminar subjects include:</p> <ol style="list-style-type: none"> 1. Privileges, responsibilities, and limitations. 2. Review of FAA publications. 3. Prototype conformity. 4. Original/recurrent airworthiness certification and related approvals. 5. Airworthiness certification of import aircraft. 6. Export airworthiness certification and related approvals, class I, II, & III. 7. Related FAA forms and records. 	

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NOTE: The combined manufacturing and maintenance recurrent seminar will be presented using a classroom format to cover specific function codes. Day one of the seminar will begin with all attendees in a common room. The remaining time will be spent in various breakout sessions that are function code specific.

802. SEMINAR ATTENDANCE.

a. A newly appointed designee must attend the applicable standardization seminar within one year after initial appointment or within the year just prior to appointment. Failure to attend a standardization seminar within a year of appointment may be cause for termination.

b. Designees who apply under 14 CFR § 183.31 or § 183.33 that have previously attended a standardization seminar and are seeking multiple appointments or expanded authority need only attend a recurrent seminar. However, attendance is not required if the expanded authority being sought is only for one or more of the following functions:

(1) Performing inspections of production products and related parts,

(2) Issuing domestic Authorized Release Certificate, FAA Form 8130-3, Airworthiness Approval Tags, or

(3) Issuing export Form 8130-3's for class II and III products.

c. FAA Manufacturing/Maintenance Aviation Safety Inspectors planning to attend recurrent seminars should first complete the recommended FAA Academy courses (e.g., Aircraft Certification Indoctrination, Airworthiness Indoctrination, Part 21, Core Job Functions, Maintenance String courses, etc.).

d. Designees attending either the combined manufacturing and maintenance standardization seminar or the manufacturing standardization seminar are only required to attend that seminar one time.

e. Manufacturing and maintenance designees with authorizations as described in paragraph 801a of this order shall attend a recurrent seminar or receive equivalent training every two years to maintain their knowledge of the regulations and policies. Failure to attend this seminar or receive equivalent training from their managing office may be cause for termination. Attendance at Part 21 Training that was designed, developed, and sanctioned by AIR may be substituted for a recurrent seminar on a one-time basis for AIR designees. Managing offices will tailor any equivalent training to the designee's authorized function(s). This equivalent training is not intended to be used in place of the standardization or recurrent seminar attendance requirements in this chapter, and shall not be used for consecutive renewal. Documentation in sufficient detail to establish equivalency must be placed in the designee's file and an entry made in DIN of the equivalent training session. Manufacturing designees with authorizations as described in paragraph 801b of this order need not attend a recurrent seminar to satisfy renewal purposes unless:

(1) A national policy change affects their authorized function(s),

(2) Performance does not meet national policy requirements, or

(3) The managing office otherwise deems it necessary.

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f. DERs are encouraged to attend a recurrent seminar every two years to maintain their knowledge of the regulations and policies. Managing offices may require attendance at a DER recurrent seminar as a condition for renewal.

* g. In the case of ODARs, all persons listed in the procedures manual with signature authority should attend the applicable standardization/recurrent seminars. Attendance requirements for each authorized individual are the same as described in Paragraph 802 e.

h. Attendance at seminars will be entered into DIN by AIR-140/AFS-640 at the conclusion of the seminar. The managing office may access DIN to determine when designees need to be scheduled for recurrent seminars to maintain their designation.

803. SEMINAR REGISTRATION.

a. Manufacturing and Maintenance designees may register by mail, FAX, or telephone, using the format identified on the student registration form located on the Internet at <http://av-info.faa.gov/dst/training.htm>. Manufacturing and Maintenance designees must register identifying which function codes they have been authorized on their certificate of authority. The designee's function codes will determine which seminar is appropriate.

b. Designated Engineering Representatives may register by mail, FAX, or telephone, using the DER seminar specific registration form located at the Internet address in paragraph a above.

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